

Policy:

The Governing Board recognizes the right of citizens to have access to public records of the school. The Board intends the school to provide any person reasonable access to the public records of the schools and school during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The school may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Principal/Lead Educator or designee and as specified in procedures.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Procedure:

Records Open to the Public

Public records include any writing containing information relating to the conduct of the school's business prepared, owned, used, or retained by the school regardless of physical form or characteristics.

A member of the public includes any person, except a member, agent, officer, or employee of the school acting within the scope of his/her office or employment. Governing Board members are entitled to access to public records permitted by law in the administration of their duties, and, as to other public records, on the same basis as any other person.

Records to which the public shall have access include but are not limited to:

1. The proposed and approved budgets
2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings
6. Meeting agendas

Inspection of Records and Requests for Copies

Within 10 days of receiving any request for a copy of records, the Principal/Lead Educator shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination.

In unusual circumstances, the Principal/Lead Educator may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include, but only to the extent reasonably necessary to properly process the request:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the school having substantial subject matter interest therein

Any person may request a copy of any school record open to the public and not exempt from disclosure. Upon request for a copy that reasonably describes an identifiable record; an exact copy shall be promptly provided unless it is impracticable to do so.

The Principal/Lead Educator shall charge an amount for copies that reflects the direct costs of duplication. Requests to waive the fee shall be submitted to the Board.

Computer data shall be provided in a form determined by the Principal/Lead Educator.

Provisions of the Public Record Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.

Approved: 1-23-07

Policy:

The Governing Board recognizes that advisory committees enable the Board to better understand the beliefs, attitudes, and opinions held by the community.

The Board shall establish advisory committees to consider school problems and issues as the need arises or when required by law. Such committees shall serve in a strictly advisory capacity; they may make recommendations regarding Board policy, but their actions shall not be binding on the Board. The Board may dissolve any advisory committees not required by law at any time.

Advisory committees should include representation from all affected parties. With Board approval, the Principal/Lead Educator may appoint committee members.

Within budget allocations, the Principal/Lead Educator may approve requests for committee travel and may reimburse committee members for expenses at the same rates and under the same conditions as those provided for school employees.

Procedure:

Committee Charge

When committees are appointed, committee members shall receive a written statement including, but not limited to:

1. The committee members' names and the procedure to be used in the selection of the committee chairperson and other committee officers
2. The specific charges of the committee, including its topic(s) for study or well-defined area(s) of activity
3. The specific period of time that the committee is expected to serve
4. Legal requirements regarding meeting conduct and public notifications
5. Resources available to help the committee complete its tasks
6. Timelines for progress reports and/or final report
7. Relevant Governing Board policies and procedures

Advisory committee members are not vicariously liable for injuries caused by the act or omission of the school.

Committees Subject to Brown Act Requirements

The following advisory committees shall comply with open meeting, notice, and public participation requirements of law (the Brown Act):

1. Advisory committees established related to special education
2. Advisory committees established related to career technical education
3. Other committees created by formal Board action

Committees Not Subject to Brown Act Requirements

The following councils and advisory committees are exempted from the Brown Act and must conform to procedural meeting requirements established in Education Code 35147:

1. School site councils established related to school improvement, school-based program coordination, or school-based student motivation and maintenance programs to include SAC, SSC, ELAC, and PIAC.
2. Any advisory committee established related to American Indian early childhood education
3. Any advisory committee established related to programs for students of limited English proficiency.
4. Any advisory committee established related to compensatory education
5. Any advisory committee established related to migrant education programs
6. Parent advisory committees established related to economic impact aid and bilingual education
7. Committees established related to parent involvement

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon.

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the group's attention after the agenda was posted. In addition to

addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on school students or employees or that can be resolved solely by providing information.

Councils or committees violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item.

Any materials provided to a school council shall be made available to any member of the public upon request.

In collaboration with the Principal/Lead Educator, the SAC and PIAC may create committees to advise the administration; such committees may report to the Board and are not subject to open meeting laws.

Approved: 1-23-07

Policy:

The Governing Board believes that individuals and organizations deserve recognition when they provide contributions or longstanding service to the school. The Board believes that commending such service promotes increased community understanding and participation.

The Principal/Lead Educator shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques, or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

Procedure:

Any Board member, employee, parent/guardian, student, or community member may submit the name of an individual or organization to the Principal/Lead Educator for Board recognition.

Persons proposing the recognition of an individual or organization shall also indicate a suggested type of recognition which may include, but is not limited to, the following:

1. Plaques or awards, to be presented at a Board meeting, for providing the school or community with special, unusual, or long-term assistance.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth.
3. Letter of Recognition, to be prepared by the Principal/Lead Educator on behalf of the Board, for significant achievement and/or service by groups such as the sports team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities.

Policy:

The Governing Board takes great care in the school adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians.

The Principal/Lead Educator or designee shall establish procedures that will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.

The Board believes the Principal/Lead Educator and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Principal/Lead Educator decision as final.

However, if the complainant finds the decision of the Principal/Lead Educator unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.

Procedure:

Complaints concerning instructional materials will be accepted only from staff, community residents, or the parents/guardians of children enrolled in the school.

Complaints must be presented in writing to the Director of Curriculum and Instruction. Complaints regarding printed material must name the author, title and publisher, and identify the objection by page and item numbers. In the case of non-printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, department or the school, however, shall not be restricted until so directed by the Director of Curriculum and Instruction, the Principal/Lead Educator, and/or the Board of Directors.

Upon receiving a complaint, the Director of Curriculum and Instruction will acknowledge its receipt and answer any questions regarding procedure. The Director of Curriculum and Instruction will then notify the Principal/Lead Educator and the teacher(s) involved in the

complaint. The Principal/Lead Educator will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.

The use of challenged materials by class or school shall not be restricted until final disposition has been made by an appropriate review.

A review committee may be formed under the direction of the Director of Curriculum and Instruction. It shall be composed of parents, staff members, the Director of Curriculum and Instruction, the Principal/Lead Educator and other appropriate experts.

In deliberating challenged materials, the review committee shall consider the educational philosophy of the school; the professional opinions of other teachers of the subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Principal/Lead Educator or designee for final action. The Principal/Lead Educator shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.

The report of the review committee together with the Principal/Lead Educator recommendation may be brought to the Governing Board for consideration and final decision.

When any challenged instructional material is reviewed by the school, it shall not be subject to any additional reconsideration for 12 months.

STATE-ADOPTED MATERIAL

If the questioned material has been adopted by the State of California, the Principal/Lead Educator may forward the complaint, without action, to the California Department of Education for reevaluation and decision.

**REQUEST FOR RECONSIDERATION OF
INSTRUCTIONAL MATERIALS**

DATE: _____

TITLE: _____

AUTHOR: _____

PUBLISHER: _____

DATE OF EDITION: _____

REQUEST RECEIVED BY: _____

TITLE: _____

Name: _____

Phone: _____

Individual Represents:

Himself/Herself: _____

Organization or Group: _____

1. To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)
2. What do you feel would be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Did you read/view the entire selection?
5. If not, what percentage did you read/view, or what parts?
6. Is there anything good about this material?
7. What would you like the school to do about this material?

- * Do not assign it to my child.
- * Withdraw it from all students.
- * Re-evaluate it.

8. Are you aware of how this work has been assessed by literary critics?

9. What do you believe is the thesis of this work?

10. In its place, what work would you recommend?

Signature: _____

Action taken: _____

Date: _____

Approved: 1-23-07

Policy:

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Principal/Lead Teacher shall develop procedures that permit the public to submit complaints against school employees in an appropriate way. These procedures shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Principal/Lead Teacher at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The school will not investigate anonymous complaints unless there is reasonable cause to do so.

Procedure:

The Principal/Lead Teacher shall determine whether a complaint should be considered a complaint against the school and/or an individual employee, and whether it should be resolved by the school's process for complaints concerning personnel and/or other school procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against school employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the Principal/Lead Teacher.
3. All complaints related to school personnel shall be submitted in writing to the Principal/Lead Teacher or immediate supervisor. Complaints submitted to a supervisor shall be submitted in writing to the Principal/Lead Educator within 72 hours. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.
4. Complaints related to the Director of Curriculum and Instruction or Associate Directors shall be initially filed in writing with the Principal/Lead Educator. Complaints related to the Principal/Lead Teacher shall be initially filed in writing with the Board clerk.
5. When a written complaint is received, the employee shall be notified within five days.

- a. The full name of each employee involved
- b. A brief but specific summary of the complaint and the facts surrounding it
- c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
- d. Signature of complainant

7. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

8. Both the complainant and the employee against whom the complaint was made may appeal a decision by the Principal/Lead Educator to the Board of Directors, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. The Board of Directors should consider and accept the Principal/Lead Educator decision as final.

9. Before any Board consideration of a complaint, the Principal/Lead Educator shall submit to the Board a written report concerning the complaint, including but not limited to:

- a. The full name of each employee involved
- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
- c. A copy of the signed original complaint
- d. A summary of the action taken by the Principal/Lead Educator, together with his/her specific finding that the problem has not been resolved and the reasons

10. The Board may uphold the Principal/Lead Educator's decision without hearing the complaint.

11. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.

12. A closed session may be held to hear the complaint in accordance with law.

13. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a school employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative procedures.

Approved: 1-23-07

Policy:

The Governing Board believes that the quality of the education program can improve when the school listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate school procedures. School procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Principal/Lead Educator so that the problem may receive proper consideration.

Procedure:

A written complaint form shall be completed by the complainant to include:

- a. The description or nature of concern
- b. A brief but specific summary of the complaint and the facts surrounding it
- c. A specific description of any prior attempt to discuss the complaint and the failure to resolve the matter
- d. Recommended solution
- e. Signature of complainant

Approved: 1-23-07